



**COUNTY OF NAVAJO on Behalf of the Local Public Safety Personnel Retirement
(PSPRS) and Corrections Officers Retirement Plan (CORP) Board**

NOTICE OF REQUEST FOR QUALIFICATIONS

F14-01-08

The Public Safety Personnel Retirement (PSPRS) and Corrections Officers Retirement Plan (CORP) Board seeks proposals from attorneys/law firms interested in serving as legal counsel for an initial three-year term with two one-year renewal options.

RFQ NUMBER:	F14-01-08
RFQ DUE DATE:	January 30, 2014 AT 3:00 P.M. LOCAL AZ TIME
PUBLIC RFQ OPENING:	January 30, 2014 AT 3:15 P.M. LOCAL AZ TIME
SUBMITTAL LOCATION:	Navajo County Clerk of the Board of Supervisor's Office 100 East Code Talkers Drive Holbrook, Arizona 86025

DIRECT WRITTEN QUESTIONS TO:	Mary Jane Springer, Procurement Officer (928) 524-4046 Mary.springer@navajocountyaz.gov
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Notice is hereby given that Navajo County on behalf of the PSPRS and CORP Board is conducting a competitive request for qualifications process to retain qualified legal counsel. The selected contractor shall serve as a legal counsel for the local PSPRS and CORP Board.

Navajo County invites interested contractors to submit written Statements of Qualifications relating to this solicitation. A Selection Committee will evaluate contractor's qualifications and work experience. The contractor(s) determined to be best qualified will enter into negotiations with the PSPRS and CORP Board for an hourly fee contract.

A complete copy of this RFQ and possible amendments may be obtained by calling (928) 524-4046 or a copy may be picked up during regular business hours at the Procurement Office, 100 East Code Talkers Drive, Holbrook, Arizona 86025. Respondents are invited to review the information and to submit their Statements of Qualifications in accordance with the criteria established within this RFQ. Written questions regarding this RFQ must be received by the Procurement Office no later than **January 23, 2014**. Questions may then be responded to by written amendment to this document. Oral statements or instructions shall not constitute an amendment to the RFQ.

All submittals must be received by the due date, time and at the submittal location specified herein. **Any response received at the specified submittal location after the due date and time assigned will be returned unopened.** The county reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until a contract is finalized or all proposals are rejected.

Holbrook Tribune News

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TABLE OF CONTENTS

Introduction and Scope of Services.....4

Instructions to Offerors7

Uniform Consultant Questionnaire.....12

Checklist.....19

Offer and Acceptance.....20

Attachment A References.....21

INTRODUCTION

The Public Safety Personnel Retirement (PSPRS) and Corrections Officers Retirement Plan (CORP) Board seeks proposals from attorneys/law firms interested in serving as legal counsel.

SCOPE OF SERVICES

- A. The scope of services to be provided or coordinated by the firm will include, but not necessarily be limited to, the following:
1. Attend PSPRS and CORP Board and Committee meetings and serve as legal advisor at same.
 2. Provide legal opinions and advice upon request by the PSPRS and CORP Board and/or PSPRS and CORP staff.
 3. Provide legal opinions and advice deemed necessary or appropriate by legal counsel upon request of the PSPRS and CORP Board or PSPRS and CORP staff
 4. Advise the PSPRS and CORP Board and PSPRS and CORP staff of applicable and relevant provisions of the Arizona State Statutes, laws, regulations, requirements and court rulings and of any significant changes and developments in same; and make recommendations to the PSPRS and CORP Board regarding such matters.
 5. Review, draft and negotiate agreements, the PSPRS and CORP Board's rules and regulations, legislation, regulations and other documents upon the request of the PSPRS and CORP Board or PSPRS and CORP staff.
 6. Provide advice to members of the PSPRS and CORP Board regarding their fiduciary duties and obligations and of actions, procedures and steps to comply with same.
 7. Advise the PSPRS and CORP Board and PSPRS and CORP staff at hearings regarding disputes pertaining to retirement.
 8. Upon the PSPRS and CORP Board's or PSPRS and CORP staff's request, provide advice on threatened and pending litigation.
 9. Upon the PSPRS and CORP Board's request, represent the PSPRS and CORP Board and the PSPRS and CORP Plan in litigation regarding retirement disputes.
 10. Advise the PSPRS and CORP Board and PSPRS and CORP staff of open meeting requirements regarding noticing, agenda-related materials and other issues and review such materials.
 11. Provide training to the PSPRS and CORP Board and PSPRS and CORP staff regarding applicable laws and procedures and assist the PSPRS and CORP Board and PSPRS and CORP staff in establishing and identifying training programs for the PSPRS and CORP Board and PSPRS and CORP staff members.

MINIMUM QUALIFICATIONS

- B. The following are the minimum qualifications for any attorney/law firm to be considered as a potential provider of services to the Public Safety Personnel Retirement System and Corrections Officer Retirement Plan ("PSPRS AND CORP") Plans:
1. The attorney/law firm and all persons providing legal services to the agency must be licensed in the State of Arizona.
 2. The individual attorney with whom the PSPRS and CORP Board contracts (i.e., the primary attorney) is absolutely responsible for all PSPRS and CORP Board matters supervised by and/or assigned to him/her and such attorney must ensure that all

PSPRS and CORP Board work is performed competently and in a timely manner. The primary attorney must thoroughly supervise all PSPRS and CORP Board work performed by other attorneys and staff within the respective firm, partnership or other professional association.

3. The attorney/law firm must certify that there are no ethical or legal conflicts which would disqualify them from representing the PSPRS and CORP Board.
4. The attorney/firm must have a thorough knowledge of the Arizona Open Meeting Laws and advise PSPRS and CORP Board and PSPRS and CORP staff of requirements, recordkeeping, notifications as to properly comply with these laws.
5. The attorney/law firm must be capable of providing the full scope of services as requested by the PSPRS and CORP Board.
6. The attorney/law firm must be capable of complying with the terms of the Professional Services Agreement for legal services.
7. The attorney/law firm must possess recent relevant experience in providing legal services for public retirement systems in Arizona.

C. In addition to the minimum qualifications, the attorney/law firm must give evidence of the following:

1. Accessibility and responsiveness to client requests for legal services.
2. Commitment and ability to return telephone calls within 24 hours and, in most cases, commitment to return telephone calls on the same business day that the call was made.
3. Demonstrated experience and skill working with a public agency or retirement system.
4. Demonstrated communication and social skills as are necessary to work as part of a team with the PSPRS and CORP Board, PSPRS and CORP staff.
5. Demonstrated high level of professional skills and demeanor and thoroughness of work preparation.

D. **PROPOSAL REQUIREMENTS** Proposals should include the following information, presented in a clear, comprehensive, and concise manner to illustrate the attorney/law firm's capabilities:

1. The firm name, principal(s) who will be performing services, address, and telephone number.
2. The location of the office from which the assigned principal(s) will be working.
3. Resumes of the principals and of the attorneys who will provide services to the PSPRS and CORP Board, designating which of those attorneys will have primary responsibility to the PSPRS and CORP Board.
4. A summary sheet including the following for each attorney who will provide services to the PSPRS and CORP Board:
 - a. Legal training, years of legal practice, area of expertise and admitted jurisdictions.
5. Government or corporate clientele previously represented.
6. A description of your proposed services as they relate to the Scope of Services.
7. A brief description of similar consulting experience, with client references, specific qualifications, and experience of key personnel. Specifically, please relate past experience and qualifications to the services itemized under the Scope of Services.

8. A brief description of your expertise and a familiarity with all aspects of retirement and pension law relating to public entities.
9. A Fee Schedule with hourly rates for all individuals proposed to perform services under the Scope of Services. In addition, please detail all expenses, including any travel expenses, overhead and profit.
10. Alternatively, a retainer fee proposal including any additional fees, restrictions limitations or charges in addition to the retainer fee.
11. List of clients for which you provide services similar to those under the Scope of Services.
12. A brief discussion of your understanding of the Public Safety Personnel Retirement System and Corrections Officer Retirement Plan (PSPRS and CORP), and other public retirement systems.
13. Identify any complaints that have been filed against you with the Arizona State Bar and the results.

FINAL COMMENTS

The PSPRS and CORP Board reserves the right to reject any and all proposals and to request additional information from the proposing firms. By requesting proposals, the PSPRS and CORP Board is in no way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation, submittal or presentation of a proposal.

INSTRUCTIONS TO OFFERORS

SUBMITTAL FORMAT: Original and 3 copies (4 total) of each submittal should be submitted on the forms and in the format specified in the RFQ. The original copy of the submittal should be clearly labeled "Original" and shall be unbound and single-sided. The material should be in sequence and related to the RFQ. **The sections of the submittal should be clearly identifiable.** The County will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFQ. Failure to include the requested information may have a negative impact on the evaluation of the offeror's submittal.

PREPARATION OF SUBMITTAL:

1. It is the responsibility of all offerors to examine the entire Request for Qualifications package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a submittal confers no right of withdrawal after due time and date.
2. The offer and acceptance page shall be submitted with an original ink signature by the person authorized to sign the submittal.
3. Erasures, interlineations, or other modifications in the proposal shall be initialed in original ink by the authorized person signing the vendor offer.
4. In case of error in the extension of prices in the proposal, unit price shall govern when applicable.
5. Periods of time, stated as a number of days, shall be in calendar days.

WHERE TO SEND SUBMITTALS: In order to be considered, the offeror must complete and send their submittal to the Procurement Office at the location indicated on the Notice Page. The submittal must be received by no later than the specified opening date and time. The offeror's submittal shall be presented in a sealed envelope with the OFFEROR'S NAME and RETURN ADDRESS written on the envelope. The words "SEALED SUBMITTAL" with SERVICE DESCRIPTION, SOLICITATION NUMBER, DATE, AND TIME of SUBMITTAL OPENING shall be written on the envelope. Failure to clearly indicate solicitation number, name and address on the outside of the bid package or envelope may be cause for the bid to be deemed invalid.

OFFER AND ACCEPTANCE PERIOD: In order to allow for an adequate evaluation, the County requires an offer in response to this solicitation to be valid and irrevocable for sixty (60) days after the opening time and date.

INQUIRIES: Any question related to this solicitation shall be in writing and directed to the Procurement Officer whose name appears on the front side of this document. **The offeror shall not contact or ask questions of the department for whom the requirement is being procured.** Any correspondence related to a solicitation should refer to the appropriate Solicitation number, page and paragraph number. However, the offeror must not place the number on the outside of an envelope containing questions since such an envelope may be identified as a sealed submittal and may not be opened until after the official submittal due time and date. Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written solicitation amendment will be binding.

REQUEST FOR ADDITIONAL INFORMATION: The County reserves the right to request additional information from Offerors for the purpose of explaining the contents of their submittal. Any such request shall be for informational purposes only.

CONTRACT NEGOTIATIONS: At the completion of the evaluation process, the PSPRS and CORP Board may enter into negotiations with the top ranked Offeror to determine hourly rate, and to negotiate any other portion of the Contract deemed by the Board to be necessary. In the event that the Board is not able to negotiate successfully with the top ranked Offeror, the Board shall cease negotiations with that Offeror and either begin negotiations with the next ranked Offeror or may choose to cancel the solicitation in its entirety. In the event that the Board is not able to negotiate successfully with the next ranked Offeror, the Board shall cease negotiations with that Offeror and either begin negotiations with the third ranked Offeror or may choose to cancel the solicitation in its entirety. Award shall be made by the Board to the Offeror whose submittal and subsequent negotiation is most advantageous to the Board.

AWARD OF CONTRACT: Notwithstanding any other provision of the solicitation, the Board reserves the right to:

- (1) Waive any immaterial defect or informality; or
- (2) Reject any or all offers, or portions thereof; or
- (3) Reissue the solicitation.

A response to this solicitation is an offer to enter into negotiations and contract with the Board based upon the terms, conditions, and specifications contained in the County's solicitation on behalf of the PSPRS and CORP Board. Submittals do not become contracts unless and until they

are executed by the PSPRS and CORP Board authorized representative. All of the terms and conditions of the solicitation shall be incorporated in the Contract, unless any of the terms and conditions are modified by a solicitation amendment, a contract amendment, or by mutually agreed terms and conditions in the final contract documents.

FAMILIARIZATION OF SCOPE OF WORK: Before signing a contract, each Offeror shall familiarize itself with the Scope of Work, laws, regulations and other factors affecting performance of work. It shall carefully correlate its observations with requirements of the solicitation and negotiated contract and otherwise satisfy itself as to the expense and difficulties attending the performance of the work. The signing of a Contract will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the Contract, for lack of such familiarization.

LATE SUBMITTALS: Late submittals shall not be considered.

WITHDRAWAL OF SUBMITTAL: At any time prior to a specified solicitation due time and date an offeror (or designated representative) may withdraw the proposal by submitting a written request stating the reason for withdrawal.

AMENDMENT OF SOLICITATION: The Offeror shall acknowledge receipt of a solicitation amendment by signing and returning the document by the specified due time and date.

SUBMITTAL: The offer and any solicitation amendments must be signed and returned with the offeror's submittal.

CONFIDENTIAL INFORMATION: If a person believes that any portion of a submittal, offer, specification, protest, or correspondence contains information that should be withheld, then the Procurement Manager should be so advised in writing. The County shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision.

UPON NOTICE OF INTENT TO AWARD: The apparent successful offeror shall sign and file with the Board, within ten (10) days after Notice of Intent to Award, all documents necessary to the successful execution of the contract.

SUBMITTAL RESULTS: Results are not provided in response to telephone inquiries. A tabulation of submittals received is on file in the Procurement Office and shall be available for review after final contract award.

PREPARATION OF SUBMITTAL:

Evaluation Requirements: The evaluation will be conducted in accordance with the following plan:

Selection Phase: The criteria for screening consultants in this process:

1. Qualifications of the Consultant, include a copy of your current certification from the Arizona State Bar which authorizes you to practice law.
2. Consultant Work Experience
3. Other Considerations, as Determined by the Board(as detailed in the Uniform Consultant Questionnaire)
4. Past Performance (see below)

Past Performance shall be scored by the Selection Committee based upon all information from prior experience, outside agencies, and references provided by the Consultant.

Points shall be assigned according to the above listed criteria. The firms will then be ranked and the Board may enter into negotiations with the top-ranked consultant.

The Board reserves the right to make such additional investigations as it deems necessary to establish the competency and financial stability of any party submitting a proposal.

INSTRUCTIONS FOR SUBMITTAL: All submittals shall include any and all forms provided in this solicitation package. It is permissible to copy these forms as required. Facsimiles or mailgrams shall not be considered. The offer form shall be submitted with an original ink signature by the person authorized to sign the submittal. Erasures, interlineations, or other modifications in the submittal shall be initialed in original ink by the authorized person signing the Consultant/Firm offer. Periods of time, stated as a number of days, shall be in consecutive calendar days. It is the responsibility of all offerors to examine the entire solicitation package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before sending in a

submittal. Negligence in preparing a submittal confers no right of withdrawal after due date and time.

Submittal for the work shall be limited to the items listed below. Consultants are advised to follow guidelines and submit only the requested information.

COVER LETTER expressing interest in available work. (1 page maximum)

UNIFORM CONSULTANT QUESTIONNAIRE – Complete information requested

UNIFORM CONSULTANT QUESTIONNAIRE

Consultants will be screened based on evaluation of the Uniform Questionnaire using the following criteria, which are listed in relative order of importance.

1. EXPERIENCE AND QUALIFICATIONS OF CONSULTANT (40 points)

Provide experience and qualifications of consultant including any licenses, registrations, or certifications applicable to the proposed work. At a minimum, please include the following information:

- State licenses, registrations and certifications held by consultant
- Length of time licensed to perform this type of work.
- Other credentials, awards, certifications held pertinent to this type of service.

2. CONSULTANT EXPERIENCE ON SIMILAR WORK (35 points)

Provide your depth and breadth of experience that illustrates your ability to perform the work as described in this RFQ. Show how the experience relates to the current project in this RFQ.

- Identify similar work experience
- Identify length of service.
- Explain why you are especially well qualified to perform the required services.

3. REFERENCES OF CONSULTANT (25 points)

List three references and their contact information who can be contacted to attest to your work experience.

4. GENERAL

A. Additional Investigations:

The Board reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

B. Prior Experience:

Experiences with the Board and entities which evaluation committee members represent shall be taken into consideration when evaluating qualifications and

experience.

C. Multiple Awards:

The Board reserves the right to determine if multiple awards are required and to make multiple awards as deemed necessary to fulfill Board's requirements.

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION ON NEXT PAGE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification,

in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instruction, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may termination this transaction for cause or default.

Navajo County
Vendor Employment Record Verification Form and
Employee Verification Worksheet
Complete and return within 30 days of receipt or as specified in cover letter to:

Navajo County Procurement
P.O. Box 668
Holbrook, Arizona 86025

A.R.S. §41-4401 requires as a condition of your contract verification of compliance by the vendor and subcontractors with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of its employees.

By completing and signing this form and attached Employee Verification Worksheet the vendor shall attest that it and all subcontractors performing work under the cited State contract meet all conditions contained herein. Failure to complete and submit this form and attached worksheet on or before the request date to the above cited address and/or the falsification of any information provided herein shall be considered a material breach of the contract.

Contract Number/State Agency/Division		
Vendor Name (as listed in the contract):		
Street Name and Number:		
City:	State:	Zip Code:

I hereby attest that:

1. The vendor complies with the Federal immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. §23-214 related to the immigration status of those employees performing work under this contract;
2. All subcontractors performing work under this contract comply with the Federal immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. §23-214 related to the immigration status of their employees; and
3. The vendor has identified all vendor and subcontractors employees who perform work under the contract on the attached Employee Verification Worksheet and has verified compliance with Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. §23-214.

Signature of Vendor (Employer) or Authorized Designee:
Printed Name:
Date: (month/day/year)

Navajo County, Employee Verification Worksheet

Vendor shall identify all vendor and subcontractor employees performing work under this contract and shall verify and certify that all employees working under this contract are in compliance with the Federal immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214..

Consultant Name: _____ Authorized Signature: _____

Date: _____

NOTICE IS HEREBY GIVEN that all proposal documents shall be completed and/or executed and submitted with the proposal. If Vendor fails to complete and/or execute any portion of the proposal documents, this proposal will be determined to be "non responsive" and rejected.

PROPOSAL CHECKLIST

REQUIRED DOCUMENTS

COMPLETED/EXECUTED

Original and three (4) copies Total of Proposal

Copy of RFQ included in proposal submittal

Consultant Uniform Questionnaire (P. 12 & 13)

Certification Regarding Debarment, Suspension
And Other Responsibility Matters (P. 14-16)

Employment Record Verification Form and
Employee Verification Worksheet (P. 17 & 18)

Proposal Checklist (P. 19)

W-9

Offer and Acceptance (P. 20)

Attachment A - References (P. 21)

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA:

#1

#2

#3

#4

#5

Initials/

Date

Signed and dated this _____ day of _____, 201__

_____ Authorized Signatory for Consultant _____ Title

OFFER FORM

TO PSPRS and CORP Board:

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of services, conditions, specifications, and amendments in the Request for Qualifications.

Consultant Name

Address

County State Zip

Signature of Person Authorized to Sign

Printed Name

Title

For clarification of this offer, contact:

Name: _____

Phone: _____

Fax: _____

E-mail: _____

ACCEPTANCE OF OFFER:

The offer is hereby accepted.

The Consultant is now bound to provide the materials or services listed in RFQ #F14-01-08, including all terms, conditions, specifications, amendments, etc., and the Consultants' Offer as accepted by the PSPRS and CORP Board cautioned not to commence any billable work or to provide any material or service under this contract until Consultant/Firm receives this signed sheet, or written notice to proceed.

Awarded this _____ day of _____ 20_____

AUTHORIZED SIGNATURE

Attachment A

Consultant References

CONSULTANT SUBMITTING: _____

1. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____
2. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____
3. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

Consultant references will be checked prior to award recommendation. Substantial negative feedback may be reason for vendor's bid to be deemed not responsible therefore rejected from further evaluation or award.

Additional Investigations: The Board reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a bid.

Prior Experience: Prior experiences with the Board and entities shall be taken into consideration when evaluating whether a bidder is responsive and responsible.